

QUICK REFERENCE GUIDE TO DEPARTMENTAL PUBLICATIONS

Part 1--What are Departmental Publications?

☞ Departmental publications fall into two categories. They are either directive or nondirective. In these two categories, we have:

Directive--

- Air Force Doctrine Documents (AFDD)
- Air Force Policy Directives (AFPD)
- Air Force Instructions (AFI)
- Air Force Mission Directives (AFMD)
- Air Force Manuals (AFMAN)
- Air Force Supplements (AFS)
- Air Force Headquarters Operating Instructions (AFHOI)

Nondirective--

- Air Force Pamphlets (AFPAM)
- Air Force Indexes (AFIND)
- Air Force Directories (AFDIR)
- Air Force Handbooks (AFH)
- Air Force Catalogs (AFCAT)
- Air Force Visual Aids (AFVA)

Note: Any of the above can also be Joint Departmental Publications (JDP), and the Air Force can be or not the Executive Agent. The following will not be JDPs:

- Air Force Recurring Periodicals (AFRP)
- Air Force Nonrecurring Pamphlets (AFNP)
- Air Force Publishing Bulletins (AFPB)

Part 2--How Do I Develop a Departmental Publication?

☞ **Research--**Ask your organization's Customer Account Representative (CAR) if copies of AFI 37-160, volumes 1, 5, and 8, are in your organizational publica-

tion library. These publications are in the volumes of documents called *The Air Force Publications and Forms Management Programs*. Volume 1 is *Developing and Processing Publications*, volume 5 is *Guide for Proponents of Air Force Publications*, and volume 8 is *Developing and Processing Forms*. If they are not, ask the CAR to put your organization on requirements for them, as well as requisition them. If they are in your library, check them out and read them. These three publications form the foundation to developing and processing publications and forms within the Air Force.

Part 3--Planning Guidance

☞ Guidance on planning your publication, tools needed, minimum standards, coordination requirements, forms, references, format, style of language, authentication requirements, and creation of attachments, are in Appendix 1 to AFI 37-160, volume 1. This guidance also applies to JDPs.

☞ All project officers must become familiar with that publication, and the three volumes cited in AFI 37-160.

Part 4--Finishing the Job

☞ **Diskette and Paper Manuscript Requirements**--Send your diskettes to us formatted as Microsoft Word for Windows® (preferably Version 6.0, or if not available, Version 2.0), and stored on a 3½-inch MS-DOS formatted diskette. If there are graphics in the publication, they must be formatted in Microsoft PowerPoint for Windows® (Version 3.0) stored and integrated into the text on the same diskette. Placement of graphics in the draft determines how they will appear in the composed document. Finally, send us one double-spaced, broad measure paper copy of the material on the diskette.

☞ **The Final Package--**

- This package consist of three things: AF Form 673, **Request to Issue Publication**; diskette, and paper manuscript.
- When you have obtained all the needed coordination, and have made the corrections that coordinators requested, then you must get the package ready to send to SAF/AAIP so we can publish your document. If the publication is classified, follow the mandates of DoD 5200.1-PH, *Guide to Marking Classified Documents*, and DoD 5200.1-R, *Information Security Program Regulation* (formerly AFR 205-1). Prepare a consolidated AF Form 673 which lists all the names, functional address symbols, telephone numbers, and dates of all your coordinators. List all forms that the publication prescribes--not adopts. Complete blocks 1 through 15, section I. As your last task, get the needed certification and approval of the publication (blocks 17 through 22).

- You will also need to send a functional statement to SAF/AAIPDQ so we can put the information into the *Air Force Publishing Bulletin*. That tells potential customers they need to order the product (see AFI 37-160, volume 1, paragraph 3.30.1).
- Major commands, field operating agencies, and direct reporting units, can be the OPR for departmental publications, and can certify at that level; however, all departmental publications--whether directive or nondirective--must be approved by the functional counterpart at HQ USAF.

Part 5--Electronic Do's and Don'ts


Do--

- Format file in 10-point Times New Roman, and italicize and bold where needed.
- Double-space your file (paper and electronic) and single column--not right justified.
- Put table titles outside and on top of tables--not in the table. Also, put figure titles at the top of the figure. This is a change from the way figure titles used to be shown.

Don't--

- Use space-bar spacing in tabular material--only use tabs.
- Provide us graphics that have to be scanned--they take exorbitant amounts of memory. If scanned, try to use TIFF (CCITT Group 4 compression).
- Use bullets from the Symbol chart--instead, use the bullet button on the toolbar.

Part 6--How You Can Reach Us

 If you have a problem with a publication that you can't resolve by referring to AFI 37-160, volumes 1, 5, and 8, please contact our Publications and Forms Management Branch directly. You can reach us by:

Telephone DSN 297-4557 or 1-202-767-4557
Facsimile DSN 297-4676 or 1-202-767-4676
E-Mail gkirkpat@pubspo.hq.af.mil
Mail SAF/AAIPS
 170 Luke Avenue, Suite 300
 Bolling AFB DC 20332-5113

WILLIAM A. DAVIDSON
 Administrative Assistant